

Technology Plan – 2004-2007

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I. **Mission**

The mission of the Library Services Unit at the Central Utah Correctional Facility is to provide high quality library services and materials for an underserved population of incarcerated individuals. To provide a diverse and updated collection of reference and reading materials to the inmate patrons who have no other access to library services. Education and therapy programs are a major focus for the individuals at CUCF, and the library's mission is to help provide the needed materials that satisfy the educational, therapeutic, and recreational needs of the patrons it serves. The library strives to have all materials in an organized, informative, and accessible manner meeting the needs of the diverse population that it serves.

Technology is an important factor in realizing the goals of the mission statement. Staff computers are necessary to organize the library materials and make them easily accessible for the patrons. Current technological publications and research materials are required to help incarcerated individuals keep their job skills up-to-date, to aid in the development of new skills, and to support the large number of patrons who are high school and college students.

II. **Introduction**

The CUCF library serves an incarcerated population of more than 1100 individuals with two general-use locations (Boulder and Henry) and one college-only location. Meeting the needs of these patrons requires computer equipment and technological publications.

Computers are used by the librarian and the four-member inmate library staff. For security reasons, inmates are not allowed Internet access or unsupervised computer use. The library staff uses computers to complete all catalog services for the patrons, in addition to regular circulation activities, updating and maintaining the database, and creating and printing reports. Reliable and efficient computer equipment and programs are absolutely necessary in this environment to assist in maintaining the safety and security of the facility.

Current technological publications and collection development are important in the isolated prison environment. Inmates need to keep their job skills up-to-date by keeping apprised of new technology and the latest developments, as well as

learning new job skills. Job skills and education are an important goal for the CUCF library, and for most inmates the library is the only source for technological information. In addition to this, a large portion of the inmate population is involved with high school and college. The library provides many technological research materials to support these students. Technological publications include science and trade books, encyclopedias, and certain magazines.

We would like to establish an educational audio/video collection. This expands on meeting the needs described for publications above, while also displaying visual techniques, and providing educational material for people less literate individuals and those with learning disorders (such as dyslexia).

III. Existing Technology

The CUCF Library currently uses three Hewlett Packard Pentium II computers at the circulation desks (two at the Henry location and one at the Boulder location), one Hewlett Packard laser printer, two Citizen SLIP printers, and two laser bar code readers. The computers were purchased new in 1998, the printers were obtained in used condition at that time, and the bar code readers were purchased in 1998 and 2002. The current staff feels that the computer equipment is all outdated except for one of the bar code readers.

There are no computers for patron use, and the library does not have Internet access.

IV. Goals and Time Line

2003-2004 objectives:

1. Purchase laser printer for Boulder location.

2005 objectives:

1. Purchase new receipt printers for both Boulder and Henry Locations.
2. Purchase audio/video equipment for audio/video resources.

2006 objectives:

1. Purchase one new computer.

VIII. Staff and Patron Training

Staff training is currently paid for out the CUCF prison budget.

Patron training is performed by CUCF Library staff on an individual basis as new patrons visit the library.

IX. Evaluation

Patron and staff input is used to evaluate existing services through suggestions and comments. Circulation statistics and other reports are also utilized to determine effectiveness of material purchases. Ongoing formative evaluation by Librarian Alvin Hatch, CUCF Administrators and staff, the Grants Mgr. Supervisor, teachers, and inmate patrons will build on the successes and effective problem solving for the project. Patron, Librarian, staff and teacher satisfaction will be informally surveyed at regular intervals.

X. Budget

The CUCF library receives its operating budget from local government sources, community support, and LSTA funds.

Projected technology costs for the next three years are as follows:

2003-2004

1. Hewlett Packard Laserjet 2300 Printer: \$584.31

2004-2005

1. Purchase two receipt printers: \$600
2. Initial audio/video equipment purchase to include VCR, DVD player, projector, and audio equipment: \$3500

2005-2006

1. Purchase computer: \$1500

In addition to the technology requested above, additional funds will be requested each year for collection development under the Customized Service Grant for Institutionalized patrons

Staff training, library supplies, and operational costs will be paid for through local Government funds.